

Market Range Detail - Assistant County Manager

Effective Date

July 3, 2006

Market Range Title Description

This position functions as the overall executive director of multiple departments in one of the following County functions: community services, criminal justice, finance, regional development services, or public works. The Assistant County Manager usually also serves as the department director of one of the assigned departments. Goals are accomplished through the management and oversight of department heads. The Assistant County Manager is responsible for working with department heads in their efforts to plan, direct, implement, and attain department strategic goals and objectives towards the achievement of the Board of Supervisors' overall strategic priorities and goals. Responsibilities may vary based on assignment, but typically include: overseeing and analyzing all department results; coordinating department objectives and efforts; briefing and advising the County Manager and Board of Supervisors on pertinent issues, concerns, and projects; providing policy direction to all assigned departments; working with department directors to formulate long-range plans for programs and activities; developing and directing the implementation of administrative changes to policies and procedures to improve operations, standardize procedures, and ensure compliance with technical standards and legal requirements; leading special projects as requested by the County Manager and/or Board of Supervisors; conferring with federal, state, County, and local officials and agencies, and members of the public to discuss and resolve issues concerning departmental work plans, policies, projects, and issues; analyzing and resolving complex and/or highly sensitive issues; analyzing the impact of existing and proposed legislation and providing recommendations to County management; advocating the County's position on legislative matters before state and federal agencies and community groups; overseeing and evaluating research studies and projects; managing subordinate department directors; directing the preparation and approval of the department's budget; overseeing all department personnel actions and issues; working closely with other jurisdictions and organizations on issues related to the area of assignment. The Assistant County Manager reports to the County Manager.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$53.93	\$69.09	\$84.25

Likely Minimum Qualifications

- Master's degree in public administration, business administration or related field
- Minimum of 6 years of senior management and administration experience related to area of speciality
- Other combinations of education and/or experience may be considered in substitution for the minimum qualifications

Working Titles

- Assistant County Manager - Chief Financial Officer
- Assistant County Manager - Community Services
- Assistant County Manager - Criminal Justice
- Assistant County Manager - Public Works
- Assistant County Manager - Regional Development Services
- Assistant County Manager for Community Solutions & Innovation

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.